

J O B A N N O U N C E M E N T

POSITION TITLE: Human Resources Officer **PCN:** 060224
DEPARTMENT: Human Resources **P.R.:** N13
REPORTS TO: Sr. Human Resources Administrator

RESPONSIBILITIES: Assist assigned areas in recruitment, job selection, job placement, labor relations, position descriptions, and personnel policies and procedures. Perform background checks on prospective employees. Present orientation to newly hired employees. Act as hearing officer and carry out disciplinary hearings and make subsequent recommendations to the Board of Commissioners. Interview exiting employees and complete paperwork. Participate in job fairs, interviews, and the candidate selection process. Guide and counsel employees on personnel related matters. Attend meetings, conferences, and training as assigned. Investigate complaints and grievances and prepare reports.

MINIMUM REQUIREMENTS: Associate's degree in Human Resource Management, Public Administration, or related field with three (3) years of Human Resources or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$21.48 per hour, plus a comprehensive benefits package
180 day probationary period

DATE POSTED: Tuesday, May 30, 2017

DEADLINE TO APPLY: Tuesday, June 13, 2017

If interested, please go to <https://hr-boc.franklincountyohio.gov/> and apply on-line.

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